



## PLANNING AND ZONING DEPARTMENT

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### PORTABLE BUILDING APPLICATION CHECK LIST

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This checklist is designed to aid both the Applicant and the City in the processing of a request for the use of a portable building within the Planning Jurisdiction of the City of Gulf Shores.

- ☐ Formal letter from the applicant stating his/her request for a portable building. Letter shall include:
  - Property Owner's name
  - Applicant's name, address, telephone number, and email address
  - Project for which the portable building will be used
  - Requested time for use of the portable building
  - Property Owner's signature
- ☐ Scaled site plan indicating the following:
  - Location of the portable building on the site with the dimensions of the building provided
  - Proposed parking provided for the portable building and the type of surface treatment to be used
  - Accessibility to the building (sidewalks, ramps, etc.)
  - Proposed landscape plan (Landscaping will be required around the building and parking area. Additional landscape buffering may be required around the portable building location.)
  - Existing trees
  - Drainage requirements (temporary culverts, grading, etc.) If a temporary culvert is going to be installed, a note shall be added to the site plan indicating that the culvert will be removed and the existing grade restored.
- ☐ Color photos or rendering of the portable building. No portion of the portable building can have a metal façade. Skirting will also be required.
- ☐ All proposed signage relating to the portable building, whether detached or attached to the building. All signs must be permitted through the Planning and Zoning Department.
- ☐ One full size copy of the site plan
- ☐ All of the above requirements must be submitted in a digital format (PDF, JPG, DOC, or TIF).